



California State Library
Library Services and Technology Act (LSTA)
Fiscal Year 2003/2004

APPLICATION (LSTA 6)

Submit in five (5) copies to be received by 4:30 p.m. on the date specified in the LSTA Planning Calendar, to Attn: Jay Cunningham, Library Development Services, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Non-postal delivery: 900 N Street, Suite 500, Sacramento, CA 95814). FAX is not acceptable. INFORMATION: Tel. (916) 653-5217.

1. Project title: LITE: Your Way To School
2. Applicant organization/jurisdiction: San Bernardino County Library
Address: 104 w. 4th Street, San Bernardino, CA 92415-0035
4. Applicant contact: Mandi Batalo Phone: 909-387-5840
Address (if different from #3): _____
FAX: 909-387-5880 E-mail: mbatalo@lib.sbcounty.gov
5. District: Assembly 36, 61, 62, 63, 65 State Senate 17, 31, 34 House
6. Population: Client 1,100 Total 1,108,900
7. Participants other than applicant: *(grant recipient signs only on page 11)*

SIGNATURE	LIBRARY/AGENCY
(see attached letter) Bonnie Mooney, Ph. D Family Services Coordinator	Ontario-Montclair School District
(see attached letter) Roberta York Director, Preschool Services Department San Bernardino County	Head Start-Apple Valley, Big Bear, Montclair, Yucca Valley, Barstow
Ruth R-Mendoza Program Director 	Por la Vida
Ruth R-Mendoza Human Services Division  City of Montclair	Even Start

8. Amount of LSTA requested: \$286,870 IF Continuation: From FY _____

Ontario-Montclair

School District

10200 Lehigh Street, Montclair, California 91763 • (909) 445-1600/445-1616

MONTCLAIR COMMUNITY COLLABORATIVE

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DEBORAH COCKRELL
Director of Pupil Personnel

BONNIE MOONEY
Family Services Coordinator

April 23, 2003

Ed Kieczykowski
County Librarian
San Bernardino County Library
104 West Fourth Street
San Bernardino, CA 92415-0035

Dear Ed,

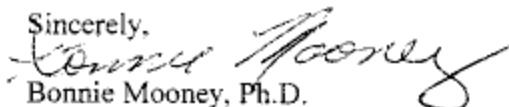
I am pleased to provide this Letter of Support for the San Bernardino County LITE Program. The LITE Program exemplifies a "learning culture," with literacy at its core, which promotes learning for people at all stages of the life cycle.

Literacy skills are necessary for all Americans to contribute to and share in the benefits of our society and to succeed in our increasingly complex world. The LITE Program gives participants the needed skills that help promote school readiness and literacy education in families. Through the use of appropriate books and materials, incentives, professionally trained staff, community collaboration and a comfortable and non-threatening environment, young children and their parents and caregivers are able to develop their literacy skills so they succeed in their academic and professional lives. The addition of a bilingual technology component will further enhance the program.

Participants enrolled in the LITE Program have experienced success in enhanced literacy skills, in the use of the libraries and available technology, and most importantly, an increase in parental and caregiver confidence in their ability to learn and teach their children.

As we all continue to wrestle with massive budget cuts, which hinder support to children's and young adults' literacy education, I urge you to do what you can to support literacy and lifelong learning in San Bernardino County.

Sincerely,



Bonnie Mooney, Ph.D.
Family Services Coordinator
Ontario-Montclair School District

9. Project Summary: **State Plan Reference: Goal #1, Key Outcome 3rd bullet: demonstrate ability to read more**

The **LITE Your Way to School** project is intended to provide, enhance and promote bilingual **lifelong learning/literacy and library information technology services** to Spanish speaking children under five years of age and their parents/caregivers in the communities of Apple Valley, Big Bear Lake, Montclair and Yucca Valley and to the high desert towns of Adelanto, Hesperia, Phelan and Victorville currently served by the LITE Mobile Unit (a State Library LLABS funded project). This project would augment and broaden the scope of services to this targeted group of persons with diverse geographic, ethnic, linguistic, cultural, socioeconomic backgrounds and limited English proficiency (LEP) skills currently provided by the County Library:

The current scope of service consists of: (1) Four LITE Centers (Literacy, Information, Technology and Education) at the Apple Valley, Big Bear, Montclair and Yucca Valley branch libraries and LITE Mobile Unit; services focus on children under five years of age and their parents/caregivers, but technology and bilingual programs and materials are limited. (2) Two ELLI (English Language and Literacy Intensive) grant programs at Apple Valley and Montclair; focuses on identified K-12 students with limited English proficiency, but not addressing the school readiness needs of bilingual preschoolers and their parents/caregivers. (3) The FTLC (Family Technology and Learning Center) LSTA grant project at Montclair; currently service offers technology access and bilingual assistance to families with students in grades 3-12, again, not addressing the school readiness needs of bilingual preschoolers and their parents/caregivers.

Client group needs: The special needs of Spanish speaking adult learners and their preschool children are access to bilingual computer instruction and to learning software/databases/print materials geared for early childhood education and the English language learner. The **LITE Your Way to School** project would assist the target group in developing and enhancing emerging literacy and school readiness skills in their children and help adults play a more active role in their child's overall academic success.

Needs assessment process: A survey distributed in October 2001 to parents/caregivers using the Apple Valley, Big Bear Lake, Montclair and Yucca Valley LITE Centers and associated community agencies determined the scope of community needs and assisted in identifying gaps in existing services (see #11 for details).

Project goals: The **LITE Your Way To School** project will provide bilingual children under 5 years of age and their parent/caregivers the opportunity for lifelong learning/literacy and information technology through access to and expertise in computers and the Internet. Children will receive help with school readiness skills. Parents/caregivers will enhance their own skills, promote and encourage emerging literacy and reinforce school readiness skills in their children.

Objectives: Objective 1: 1,100 children under 5 years of age and their parent/caregivers will receive bilingual instruction in basic computer skills, access/information to library catalog and online databases, Internet searching and learning/literacy tutorials to improve and enhance lifelong learning by participating in 250 sessions.

Objective 2: Provide additional workstations: (18 laptops, projector, software and Internet connectivity) to enhance bilingual computer training.

Activities: Classes in evenings and on Saturdays for target group in bilingual computer training and Internet searching and open computer access time for children under 5 years of age and their parent/caregivers to use technology and learning software.

Special personnel/equipment: (1) 3 full time bilingual Library Assistants. (2) 3 part time bilingual Library Assistants. (3) 1 full time Special Program Coordinator, Librarian 1. (4) 18 laptops, bilingual educational software, core collection of bilingual materials, projection system to support technology and literacy training.

In-kind donations: (1) Upgrade of 17 PCs in FTLC lab to facilitate program growth needs. (2) \$60,000 in bilingual materials in multiple formats on school readiness, early childhood growth/development, parenting skills and childhood health/nutrition, personal growth resources, etc. (3) Tech support, staff/volunteer training, delivery services, building space and utilities.

Evaluation: Project results will be evaluated through initial client assessments and interviews, ongoing observation of participants' work products, periodic reviews of individual goals and objectives, exit interviews/evaluations with clients, quarterly staff meetings for curriculum review and staff development. Advisory Council quarterly meetings will be held to assist with ongoing program development.

10. Budget Summary

	LSTA (1)	Other funds (2)	In-kind (3)	Total (4)
a. Salaries & Benefits	191,343	0	55,392	246,735
b. Library Materials	14,786	60,000	0	74,786
c. Operation	75,116	18,922	48,899	142,937
d. Equipment (\$5K+)	0	0	0	0
e. Total for Objectives	281,245	0	0	281,245
f. Indirect Cost	5,625			0
g. TOTAL	286,870			470,083

11. Client needs and project goals.

Studies indicate that children who have a preschool experience do better in K-12. If bilingual communities do not have access to or provide preschool children with these opportunities, the library becomes a "safe haven" for children to experience the preschool experience with technology. It is essential to educate the bilingual community about the values of advanced technologies – how to use computers and the Internet and its relevance to them – in order to increase the use of technologies within their communities. Information technology can offer opportunities to surmount social and economic obstacles. (*Latinos and Information Technologies: The promise and the challenge*, Thomas Rivera Institute, February 2002).

Needs and assessment process: LITE Center participants were given surveys to assist in establishing community needs as they checked out books, others were mailed to agencies and distributed at Community Focus meetings held at the branches. 140 Spanish and 73 English speaking attendees responded to nine questions. 26 agencies responded to eight questions. The questions were designed to assist in determining urgent needs, primary roles, number of children, library usage, reasons for not utilizing traditional library services, preferred promotional avenues and information knowledge skills. The prevailing reasons respondents cited for "not attending library-based programs and utilization of current services included"; language, transportation, work, childcare, lack of familiarity of libraries and distance to local branch libraries. Community agency respondents unanimously indicated language as a barrier in getting information in the areas of child/parent esteem, nutrition, how to read to your child, discipline and early childhood development, literacy, smoking cessation, reading readiness and breast feeding. FTLC participants surveyed over the past year expressed the following needs for: updated technology (PCs with current system applications), tutorials and educational bilingual software, the addition of more instructional hours, (current enrollment waiting lists exceed 300 persons in need of bilingual technology instruction) and more bilingual staff available for one-on-one assistance.

Throughout the planning process and implementation of the LITE Centers and the FTLC program, collaboration with Head Start, Even Start, Ontario-Montclair School District, State Preschool Services, Victor Valley Community College, Por La Vida, and affiliated advisory councils assisted with ongoing program development.

11. Client needs and project goals. (Continued)

Technology can be intimidating and impersonal for the novice user, even one who is English proficient. This "technophobia" can be overwhelming when combined with limited English proficiency. Regardless of one's language, Internet usage requires a certain degree of competence. It is wholly unlike radio and television – being audio and visual media – and more like newspapers and books. However, with time and training it opens doors to opportunity and empowerment...as Latinos are less likely to partake in costly high quality preschool education. It is critical to provide preschool children experience using technology and educational software to assist in language and reading development and to prepare the children for educational success.

Goal : To provide bilingual children under 5 years of age and their parent/caregivers the opportunity for **lifelong learning/literacy and information technology** through access to and bilingual instruction in computer and Internet use.

Objective: To provide bilingual children under 5 years of age and their parent/caregivers:

- age-appropriate acquisition of technology skills and safe Internet usage
- bilingual instruction to access and evaluate ECE related websites for growth and development, health and nutrition, child safety issues, parenting skills, and cultural information
- access to interactive basic skills and English improvement software
- physical access to basic hardware
- bilingual educational software for school readiness in math concepts, English language arts, and ability to understand/follow directions
- an increased number of specialized educational and training sessions on information technology to be offered evenings and Saturdays
- opportunity for Internet connectivity:
 - for library-based resources
 - for culturally appropriate website content specific to the client group
- access to library's bilingual collection of media in multiple formats
- opportunity to increase English fluency, vocabulary and pronunciation skills with interactive/audio capable software and Internet sites
- opportunity to learn to use the technologies to benefit organizations in their community

To determine the ongoing the needs of the communities, the formation of LITE Center Advisory Councils are based at each of the Centers. Current members represent the community and collaborative agencies at large. The Councils make program recommendations, provide community professional referrals, evaluate and participate in the selection of materials and formats, assist with project promotion and advertising, provide community feedback and expertise in their fields of endeavor.

The LITE Your Way To School project goals and objectives as outlined, reinforce the basic Strategic Plan of First 5 San Bernardino by assuring that children are learning and ready to succeed in school, that families are nurturing and self-sustaining and support systems are responsive to the needs of children, families and community.

12. Measurable objectives to reach goals.

Goal: To provide bilingual children under 5 years of age and their parent/caregivers the opportunity for **lifelong learning/literacy and information technology** through access to and bilingual instruction in computer and Internet use.

Objective 1: 1,100 children under 5 years of age and their parent/caregivers will receive bilingual instruction in basic computer skills, access/information to library catalog and online databases, Internet searching and learning/literacy tutorials to improve and enhance lifelong learning by participating in 250 sessions.

Objective 2: Provide additional workstations: (18 laptops, projector, software and Internet connectivity) to enhance bilingual computer training.

13. Project actions in time sequence.

Pre-project timeline not included in budget

- conduct client surveys and identify gaps in existing services
- update computers and printers at FTLC
- begin collection development analysis and identify needs
- conduct LITE Advisory Board and FTLC staff meetings to strategize project operations
- apprise existing staff of intended grant project objectives and make assignments
- discuss grant pursuits with Administrative team

July 2003

- publicize grant award
- recruit for needed bilingual grant staff
- research and place bids for software, projector and 18 laptops
- begin client and volunteer recruitment campaign
- initiate updating of flyers, brochures, etc to include new bilingual services
- evaluate collection lists of bilingual materials in multiple formats needed
- conduct staff meetings and define staff roles and project objectives

August 2003

- hire bilingual staff
- purchase software, projector and 18 laptops
- continue client and volunteer recruitment campaign
- continue updating of flyers, brochures, etc to include new bilingual services
- begin creating new promotional materials for posting in libraries at circulation desks and community distribution
- select collection content of bilingual materials in multiple formats
- begin researching and refining the library homepage to reflect bilingual culturally sensitive links, services, resources and information

13. Project actions in time sequence. (continued)

Timeline

August 2003 (continued)

- begin to research/collect and collate by subject Participant Reference Binders/Manuals containing Early Childhood Education issues websites/, recommended newsletter/tutorial sites, interactive ECE and adult skills sites, parenting/childcare giver interest sites, family interest information sites, Tutor.com/links, and misc. related interest sites
- conduct a Quarterly Advisory Council meeting at all sites to refine project direction
- develop evaluation tools to measure client progress
- develop a strategy for ongoing participant progress assessment including periodic goals/ objectives-direction surveys
- conduct client program orientation, pre-assessments and interviews

September 2003

- train hired bilingual staff according to project goal
- configure 18 laptops and install software
- begin client services
- continue client and volunteer recruitment campaign
- continue updating of flyers, brochures, etc to include new bilingual services
- post new promotional materials in libraries at circulation desks and at key community agencies
- purchase collection of bilingual materials in multiple formats: catalog, route and deliver to sites
- begin introducing appropriate web tutorials i.e., Tutor.com and links to participating clients
- evaluate Advisory Council recommendations
- implement evaluation tools to measure client progress
- begin ongoing observation of participant's work products and periodic reviews of individual goals and objectives

***October- June 2003**

- conduct Quarterly LITE staff meetings to evaluate effectiveness of technology enhancement component and overall participant benefit
- Continue with the following throughout grant cycle:
- client services
 - client and volunteer recruitment campaign
 - public relations plan
 - to purchase collection of bilingual materials in multiple formats: catalog, route and deliver to sites

***April 2004**

- recognize volunteers and outstanding participant performance

June 2004

- extrapolate and collect final data re: grant reporting
- complete exit interviews of clients

14. Personnel requirements and staff training.

All SBCL staff work as a team to plan, train, implement and support grant funded programs. The attached SBCL Organizational chart (A) identifies both the staff and departments directly assigned to the project, and those who will perform as support (in-kind). Project staff job descriptions (B and C) are also attached for reference. The hired project staff will be hired and budgeted as salary. The project includes 3-fulltime bilingual Library Assistants (Early Childhood Specialists), 3-part time bilingual Library Assistants and 1-fulltime Special Program Coordinator, Librarian I.

To ensure uniform program success, the SBCL Electronic Resources and Training Coordinator and support staff will provide basic training for staff and volunteers. This training includes: orientation to SBCL policies and procedures, familiarity with program software and recommended Internet sites, basic reference, online library catalog, electronic resources (SBCL's WebLibrary a special selection of subscription databases and electronic reference resources), collection overview, borrowing procedures and electronic communication.

LITE Your Way To School training will be provided by the current Early Childhood Specialists at the LITE Centers and by the Special Programs Coordinator for staff and onsite volunteers. These individuals will assist the assigned bilingual staff with curricula delivery and development, ongoing school readiness trends and techniques, and client cultural awareness/needs. Project staff also performs as liaison to Administrative/Management staff and assists in program supervision, collection development, community outreach, client recruitment, reporting and data collection, maintaining budget parameters, execution of marketing strategies and evaluation of project services. The Special Programs Coordinator is also responsible for the periodic scheduling of in-service workshops, training and staff development in conjunction with available outside collaborative professionals and Youth Services staff.

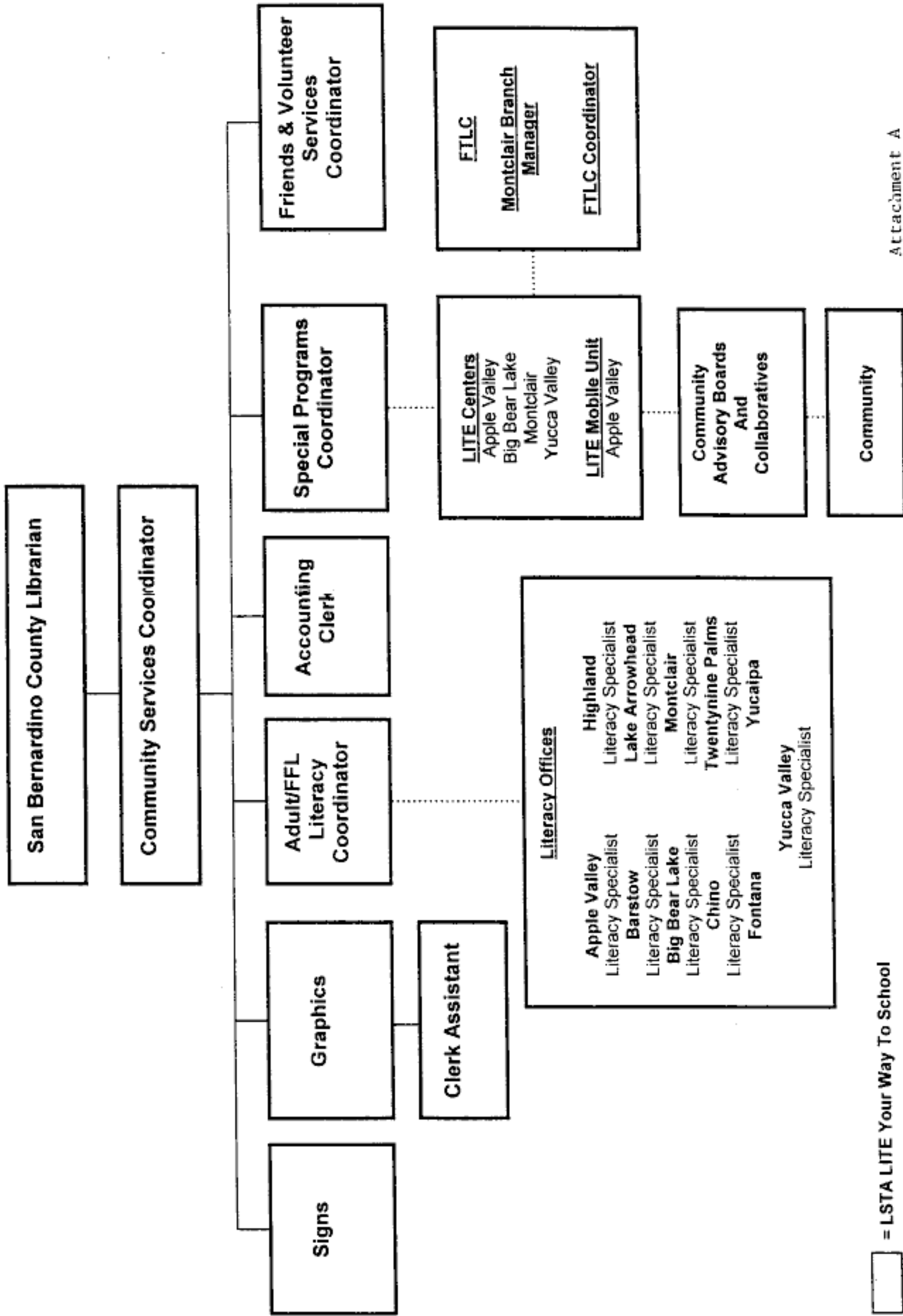
SBCL's Volunteer and Friends Service Coordinator will conduct volunteer recruitment and training to ensure ongoing program support by volunteers.

15. Public relations plan.

In accordance with SBCL's Media Policy and Guidelines and in order to assure participation and client awareness the public relations plan will "piggy back" and compliment the already successful and existing public relations plan, utilized by the LITE Centers, the LITE mobile unit and the FTLC. SBCL Community Services Department is responsible for and will promote the services using the following:

- Posting of all bilingual services on the Library's LITE and FTLC homepage using the current logo identities associated with each program and credit the LSTA as administered by the California State Library. Posting will also include listing bilingual services on the First 5 San Bernardino homepage.
- Dissemination of printed bilingual class schedules, program events, office and library hours to collaborative agencies, appropriate San Bernardino County Departments, City centers and community school districts. Information will also be available to clients at SBCL branch circulation desks.
- Creating bilingual posters and calendars of class schedules to be mounted in key library locations.
- Encouraging success and motivation among participants; clients will receive giveaways such as free books to build home libraries and completion certificates. Currently participants receive a punch cards as they attend sessions and can earn useful small giveaways, i.e. bookmarks, milk cups, key chains, etc.
- Recruiting for volunteers will be assisted by the already existing Volunteer Program that engages over 1,600 volunteers. SBCL volunteers are honored at annual events and are presented with small tokens of appreciation
- Highlighting services and program developments in the County's Monthly Newsletter, the Library's Quarterly Newsletter and the staff bimonthly internal publication.
- Generating local press releases for community newspapers and magazines to advertise the addition of the bilingual services.
- Creating PSAs for local radio, cable, newspapers and magazines to assist with outreach.
- Submitting the project for consideration at the Annual California Library Association's State Conference.
- Promoting and recruiting client referrals by library staff.
- Soliciting possible in-kind donations of software, office supplies, etc. from corporate and foundation sources.

San Bernardino County Library COMMUNITY SERVICES ORGANIZATION CHART



□ = LSTA LITE Your Way To School

Early Childhood Specialist – Library Assistant Bilingual

Literacy, Information, Technology and Education (LITE) Center position(s)

LITE Center San Bernardino County Library staff/candidates perform as the local San Bernardino County Library collaborative link in providing specially funded programs to children 0-5 years of age, their parents, caregivers and professional caregivers by providing education as outlined in the identified goals, objectives and strategies of the Children and Families Commission for San Bernardino County. Candidate will manage and oversee direct services including school readiness programs.

Essential functions of the job include:

- Assist parents, caregivers and professional caregivers of children 0-5 years of age in the use of library collection and services, policies and procedures of the library. Explain use of online circulation system, available technologies, and use of Internet.
- Identify and develop a local resource collection to include neonatal, parenting, education, etc. materials.
- Work with Literacy Specialists to integrate adult literacy and Families for Literacy services into the program element.
- Work with Youth Services staff to develop, deliver and promote early childhood reading readiness and modeling of reading techniques for parents/caregivers.
- Orient patrons in the use of general, periodical and reference collections.
- Monitor and collect data for required program reporting.
- Provide patron referral information to other library programs (i.e., literacy, youth services, etc.) outside agencies, Commission collaborative and other agency resources.
- Provide community outreach and maintain database of resources and referrals.
- Conduct or engage outside professionals in the delivery of informational and educational programming concurrent with grant funding criterion.
- May prepare exhibits or displays for public viewing.
- May assign work to other part time staff and/or volunteers.
- Evaluate, make suggestions for the improvement of the program.

EDUCATION: AA degree or equivalent required.

Librarian I– Special Programs Coordinator

The Special Programs Coordinator: The position is assigned to San Bernardino County Library Administration located at 104 W. 4th Street, San Bernardino. Candidate will plan, direct and supervise grant funded programs for 29 branch libraries including; LITE (Literacy, Information, Technology and Education) Centers, school readiness programs, and specially funded programs for children 0-5 years of age, their parents, and professional caregivers.

Essential functions of the position include:

- Develop and implement guidelines and curricula for library-based services including; LITE Centers and school readiness programs, and specially funded programs for children 0-5 years of age, their parents, and professional caregivers.
- Assist and recommend collection selection guidelines and profiles to facilitate branch materials selection; evaluate vendor discounts and service agreements.
- Administer grant guidelines, program services and promotions thereof.
- Review and select electronic resources in support of program services.
- Recommend methods and procedures for implementing or revising services.
- Work with the library management team to develop policies and procedures relating to grant program delivery of services, branch operations and training needs.
- Work with Library Regional Managers with evaluation of program services.
- Supervise staff training in implementation of services, logistics and emergent literacy trends and developments.
- Through a centralized reporting venue, track expenditures, prepare reports, and collect statistics and required data per funding sources.
- Other duties as assigned.

EDUCATION: Bachelor's degree or equivalent in Early Childhood Education or closely related field.

16. Statewide significance.

SBCL has successfully been awarded local First 5 San Bernardino funding since 1999. The San Bernardino County Library LITE Center project was featured and highlighted at the California Families Commission State Conference 2002 as an innovative approach to a library-based literacy and education program for children under 5 years of age, their parents and caregivers. The LITE Center program and LITE mobile unit project was also a topic of a panel presentation at the 2002 California Library Association State Conference.

Throughout implementation of the LITE Center and FTLC programs many community collaboratives have been established including HeadStart, Evenstart, Ontario-Montclair School District, State Preschool Services, Victor Valley Community College and Por La Vida. Additionally, the Special Programs Coordinator is a member of the First 5 San Bernardino Focus Team that is currently instrumental in refining and determining San Bernardino countywide service gaps among funded providers, Community Based Organizations and other agencies.

The **LITE Your Way To School** project will be available as a shared resource and serve as a model for other library jurisdictions offering related services to First 5 California's statewide plan. The Riverside County Library System and Beaumont Library District have studied the LITE project for replication in designing their own services to children under 5, their parents and caregivers. Some of the project's curriculum, tutorials and online resources will be compiled in a print format and made available upon request.

17. Evaluation.

In order to provide bilingual children under 5 years of age and their parent/caregivers the opportunity for **lifelong learning/literacy and information technology** through access to and bilingual instruction in computer and Internet use, the **LITE Your Way to School** project will be evaluated in the following ways:

(1) Training/Curriculum - staff and client:

- ongoing written self-evaluations by project staff after each session or workshop, reviewed for outcomes- based evaluations by Special Programs Coordinator
- ongoing peer mentoring
- ongoing written or interview evaluations by participating clients receiving bilingual technology training
- ongoing review of program evaluations and client feedback at Quarterly LITE staff meetings to ensure program integrity

(2) Services:

- ongoing input derived from community representatives at Quarterly Advisory Council meetings at each LITE Center will be discussed and analyzed
- ongoing feedback of program objectives and grant criteria evaluated by Special Programs Coordinator
- ongoing feedback from branch library staff meetings re: logistics, operations and mechanics of grant services
- ongoing analysis of statistics, program data and client exit evaluations by LITE staff

18. Methods of continuation:

A. Local

The Mission of the San Bernardino County Library is to provide equal access to information services and materials for all people of the County of San Bernardino. The Library actively promotes its information services, materials and programs for the informational, educational, cultural and recreational needs of all residents of San Bernardino County.

Specially funded projects that provide representation of multicultural facets of San Bernardino County are strongly supported, pursued and encouraged to further support the Mission. SBCL will make every attempt to continue program services by allocating **LITE Your Way To School** program costs into the Library's overall operations budget and additionally will pursue local funding sources.

This project is integral in reaching the underserved populations of the largest geographic county in the United States. Additional collaborative funding avenues would be pursued to ensure the continued success of the project.

B. Statewide

The LITE Your Way To School project results and the curriculum/technology resources will be posted on the SBCL homepage to serve as a model for other libraries and organizations that need bilingual basic computer literacy. Although the curriculum will need to be updated periodically to stay current with technology, it will serve as a structured framework for continued bilingual and public computer training at the SBCL and will be presented at appropriate library conferences. The SBCL Special Programs Coordinator will also be available as the project contact for more information.

LSTA funding would increase the program's visibility and would further enhance First 5 San Bernardino's objective of addressing special needs of bilingual clients and filling gaps in services.

Project Title: LITE: Your Way To School

Applicant Jurisdiction: San Bernardino County Library

19. Program budget: LSTA funds requested. (Use extra pages if more than 3 objectives.)

***** OBJECTIVES *****

	Training/Curriculum (1)	Workstations (2)	(3)	Total (4)
a. Salaries:				
list personnel by position title (use Part 20 for detail and to explain)				
*FTE Library Assistant	34,722			34,722
*FTE Library Assistant	34,722			34,722
*FTE Library Assistant	34,722			34,722
**PT Library Assistant	13,759			13,759
**PT Library Assistant	13,759			13,759
**PT Library Assistant	13,759			13,759
*FTE Librarian I	45,900			45,900

Note: Library Assistant positions above include bilingual compensation

Benefits

*@35.6%

**@12%

SUBTOTAL				191,343
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b. Library Materials	14,786			14,786
SUBTOTAL				14,786

c. Operation:				
Contracts	4,000			29,5724,000
Equipment (\$5,000 or less)		28,500		28,500
Comp. Software	10,702			10,702
Database sub's.	6,494			6,494
Postage				0
Printing				0
Supplies		3,000		3,000
	875			875

Project Title: LITE: Your Way To School
Applicant Jurisdiction: San Bernardino County Library

19. Project Budget: LSTA funds requested. (Use extra pages if more than 3 objectives.) (Continued)

	Training/Curriculum (1)	Workstations (2)	(3)	Total (4)
Telecom				0
Travel	9,545			9,545
Other (specify): Client incentives	12,000			12,000
SUBTOTAL				75,116
d. Equipment (more than \$5,000)				0
SUBTOTAL				0
e. TOTAL FOR OBJECTIVES	249,745	31,500		281,245
f. Indirect cost, maximum 10% (2%) of line e. TOTAL				5,625
g. TOTAL LSTA				286,870
h. Other funds	60,000 in materials from First 5 San Bernardino 18,922 (17 computers + 2 printers from First 5 San Bernardino)			
SUBTOTAL				78,922

Project Title: LITE: Your Way To School
Applicant Jurisdiction: San Bernardino County Library

19. Project Budget: LSTA funds requested. (Use extra pages if more than 3 objectives.) (Continued)

i. In-kind	LITE Mobile Unit Insurance	1,315
	Postage	1,500
	Client desktop supplies	13,750
	Tech support, setup, imaging, maintenance	7,700
	Utilities/delivery	6,931
	Volunteer Coordinator @ 2%	860
	Current LITE staff @ 20%	42,152
	Printing	6,200
	LITE Branch Managers @ 2%	4,680
	Printer cartridges	2,880
	Mouse pads	49
	Diskettes	1,024
	Subscription database (Learn-a-Test)	10,500
	LITE staff mileage	4,000
	LITE staff conferences	750
SUBTOTAL		104,291
j.	TOTAL PROJECT	470,083

Project Title: LITE: Your Way To School
Applicant Jurisdiction: San Bernardino County Library

20. Narrative support for budget

The budget applies completely to Goal 1, objectives 1-2

a. Salaries: (1) 191,343

*3-FTE Library Assistant @ 34,722 ea.

*3-PT Library Assistant @ 13,759 ea.

1-FTE Librarian I @ 45,900

*The Library Assistant staff will be bilingual to assist clients and library staff

b. Library Materials: (1) 14,786

These materials will provide access for children under 5 years of age and their parent/caregivers to resources:

-adult materials: computer and electronic information manuals, books on software applications, parenting and health

-children's books: cultural board books that encourage literacy, technology and school readiness

-videos: job skills, computer and English proficiency.

This addition to the main LITE collection will also be housed in a specially marked area of the library near LITE activity rooms.

c. Operation

Contracts: (1)

Contracted professionals who will assist with staff development 2,575

Contracted translator to assist with the translation of curriculum, publicity and promotions 1,425

4,000

Equipment (under \$5,000)

18 laptop computers @ 1,500 ea. (2) 27,000

1 projector @ 1,500 (2) 1,500

28,500

Computer Software (1)

MS Office Suite (18 @ 39.00 ea.) 702

Educational Software (bilingual tutorials) 10,000

10,702

Database subscriptions (1)

ask.elibrary.com (4 @ 80.00) 240

cleverisland.com (4 @ 69.00) 276

time2read.com (4 @ 80.00) 240

Consulta 5,738

6,694

Printing 0

20. Narrative support for budget. (CONTINUED)

Supplies (2)	
Laptop cases (18 @ 50.00)	900
Headsets (18 @ 30.00)	540
Extension mouse (18 @ 20.00)	360
NICS (3 @ 100.00)	300
Base stations (18 @ 50.00)	900
Staff desktop supplies (1) (7 @ 125.00)	875
	<u>3,875</u>

Travel

LITE Mobile Unit (1)	
(fuel, service, maintenance, repair)	9,545

Other (specify): (1)

Client participation incentives (1,100 @ 10.90)	12,000
-project binder, promotional giveaways)	

i. In-kind

LITE Mobile Unit Insurance	1,315
Postage	1,500
Client Desktop supplies	13,750
Tech support, setup, imaging, and maintenance	7,700
Utilities/Deliver	6,931
Volunteer Coordinator @ 2%	860
Current LITE Staff at 20%	42,152
Printing	6,200
LITE Branch Managers @ 2%	4,680
Printer Cartridges	2,880
Mouse pads	49
Diskettes	1,024
Subscription database (Learn-a-Test)	10,500
LITE staff mileage	4,000
LITE staff conferences	750
	<u>104,291</u>

21. Certification.

- a. I affirm that the jurisdiction or agency named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.
- b. I affirm that any or all other agencies participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended, application.

(Signed):



Authorized representative (For schools, should be Principal/Supt.)

Date 5/1/03

(Printed): Ed Kieczykowski, County Librarian
Name and title

Organization: San Bernardino County Library

Street/mail address: 104 W. 4th Street

City: San Bernardino

County: San Bernardino

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